# Order Form Template and Call-Off Schedules

# Order Form

CALL-OFF REFERENCE: CCCC21B30

THE BUYER: Cabinet Office

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information**

THE SUPPLIER: Health Management Ltd

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**

REGISTRATION NUMBER:04369949

DUNS NUMBER: 42-382-3389

SID4GOV ID:423823389

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **6 May 2022** date of issue.

It’s issued under the Framework Contract with the reference number **RM6182** for the provision of **Occupational health and EAP services**.

CALL-OFF LOT:

**Lot 1**

### CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form
2. Joint Schedule 1(Definitions and Interpretation) RM6182.
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6182
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 8 (Guarantee)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for RM6182
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  + Call-Off Schedule 9 (Security)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 13 (Implementation Plan and Testing)
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 16 (Benchmarking)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.8)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6182
3. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

### CALL- OFF SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

**None**

INITIAL CALL-OFF START DATE: **15 August 2022**

INITIAL CALL-OFF EXPIRY DATE: **14 August 2025**

INITIAL CALL-OFF INITIAL PERIOD: **3 year(s)**

CALL OFF OPTIONAL EXTENSION PERIOD: **1 year**

### CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is

**REDACTED TEXT under FOIA Section 43 (2), Commercial Interests.**

### CALL-OFF CHARGES

Option B: See details in Call-Off Schedule 5 (Pricing Details)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

* Indexation
* Specific Change in Law
* Benchmarking using Call-Off Schedule 16 (Benchmarking)

### REIMBURSABLE EXPENSES

**REDACTED TEXT under FOIA Section 40, Personal Information**

### PAYMENT METHOD

**REDACTED TEXT under FOIA Section 40, Personal Information**

### BUYER’S INVOICE ADDRESS:

**REDACTED TEXT under FOIA Section 40, Personal Information**

### BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

### BUYER’S ENVIRONMENTAL POLICY

**REDACTED TEXT under FOIA Section 40, Personal Information**

### BUYER’S SECURITY POLICY

**REDACTED TEXT under FOIA Section 40, Personal Information**

### SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

### SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

### PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month.

### PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter.

### KEY STAFF

**REDACTED TEXT under FOIA Section 40, Personal Information**

**KEY SUBCONTRACTOR(S)**

**REDACTED TEXT under FOIA Section 40, Personal Information**

### COMMERCIALLY SENSITIVE INFORMATION

**REDACTED TEXT under FOIA Section 40, Personal Information**

### SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

**REDACTED TEXT under FOIA Section 43 (2), Commercial Interests.**

### ADDITIONAL INSURANCES

Not applicable

### GUARANTEE

The Supplier must have a Call-Off Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)

### SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

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| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Date: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Date: | **REDACTED TEXT under FOIA Section 40, Personal Information** |